

STAR LA Extract (Human Resources) (Minnesota)

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

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Tool Search: STAR LA

The STAR LA Extract collects demographic data for all staff employed in positions which the State Board of Teaching or the Minnesota Board of School Administrators require licensure.

MN STAR LA, and NA Extracts

This tool will extract data to complete the MN STAR LA, and NA reporting extracts. The STAR extracts will extract data from the Human Resources module. Choose the State Format to get the file in the state defined file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type: STAR LA

Snapshot Date: [Date Picker]

Previous Snapshot Date: [Date Picker]

Additional Pay Types

- ADDLDUTY: Additional Duties
- ADDLIC: Additonal Licensure
- ADDLPREP: Additional Prep
- ASSESSCOOR: District Assessment C
- BASEPAY: Base Pay (Licensure Plus F
- BLDGLEAD: Building Instructional Lea
- CASVI: CASVI
- CULTDIV: Cultural Diversity
- CURRDEV: Curriculum Development
- DPCOORD: DP Coordinator
- EDUCCREDIT: Continuing Education C
- EI: English Learners

Selected types

Format: State Format(Fixed width)

Generate Extract

STAR LA Extract Editor

Report Logic

The STAR LA Extract reports one record per licensed staff member. The most recent record prior to or on the Snapshot Date is reported. In order to report, the following must be true:

- Staff that have at least one or more active Work Assignments where Human Resources > Administration > Position Code > STAR Extract = LA on the Snapshot Date of the extract

editor report.

- Staff who only have Work Assignments marked as NA or Do not report are not included.
- Staff can report on the LA and NA extract if they have one or more Work Assignments marked as LA and one or more Work Assignments marked as NA.
- Staff that are hired and immediately terminated do not report; e.g., the Hire Date is after the Previous Snapshot and the Termination Date is before the current Snapshot.
- Work Assignment will report based on assigned Work Location. Multiple Work Locations will only report one record.

Years of Experience Fields

The **Years of Experience** fields indicate the number of years of experience acquired by an individual serving in an assignment for which licensure is required. A value only reports if the individual is employed as a licensed school staff member for the first time in Minnesota and has previous experience in another state/country or is returning to the Minnesota public school system after a break in service.

- If staff serve in more than one position, experience is reported in only one category with precedence as follows: Superintendent, Principal, Teacher, Other. For example, if the Superintendent also has experience as a Teacher, Campus sums the values and reports under Superintendent.
- When Work History records contain an End Date, Campus calculates the months for each record then sums and converts to years and reports that value.

Generate the Extract

1. Select *STAR LA* as the **Extract Type**.
2. Enter a **Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Only data active as of this date will be included in the report.
 - Submission 1
 - Submission 2
3. Enter a **Previous Snapshot Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date indicates the last time the report was run.
4. Select the **Additional Pay Types** to include in the report. (*optional*)
5. Select the **Format** in which the report should generate. Use *State Format (Fixed Width)* for submission to the state and *CSV* or *HTML* for data review and verification.
6. Click **Generate Extract** to view the report in the selected format.

Extract Layout

Element Name	Description	Location
Record Type Indicator	The record type. Reports as "LA." Alphanumeric, 2 characters	Not dynamically stored

Element Name	Description	Location
Contracting District Number	The identification number of the reporting school district. Numeric, 4 digits	System Administration > Resources > District Information > Number district.number
Contracting District Type	The type of school district submitting the report. Numeric, 2 digits	System Administration > Resources > District Information > Type district.type
File Folder Number	The identification number assigned to a candidate upon application for licensure or to an individual granted "Community Expert" status by the Board of Teaching. If Type is License, reports License Number. Numeric, 6 digits	Human Resources > Personnel > Personnel Master > Qualifications > Licensure/Certification > Type, Number employment Credential.lcType employment Credential.number
Social Security Number	Reports 000000000 . Numeric, 9 digits	N/A
Staff Name	The name of the staff member. Alphanumeric, 48 characters	Human Resources > Personnel > Personnel Master > HR General Information > Last Name, First Name, Middle Name identity.lastName identity.firstName identity.middleName
Gender	Identification of the individual as (M)ale or (F)emale. Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > HR General Information > Gender identity.gender
Birth Date	The date of birth of the individual. Date field, 8 digits YYYYMMDD	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date identity.birthDate

Element Name	Description	Location
Race Ethnicity	Reports 0 . Numeric, 1 digit	N/A
Employment Status	Identifies the current employment status of all licensed staff. See the following Hiring Status Options table for values. If Hire Date is between Previous Snapshot Date and Snapshot Date, reports Hiring Status, otherwise 00. If Hire Date is on or prior to the Previous Snapshot Date, reports 00. Numeric, 2 digits	Human Resources > Personnel > Personnel Master > HR General Information > Hiring Status, Hire Date employment.hireStatus
Inactive Transfer Termination Status	Identifies why the individual became inactive or why employment was terminated since the last STAR submission. <ul style="list-style-type: none"> • Reports the Exit Reason value from the most current Employment Record if it exists, or • Reports the State Leave Code from Leave Entry Details if a record exists during the snapshot period. <ul style="list-style-type: none"> ◦ If the Leave Entry has a start date and no end date, a code reports. ◦ If both start and end dates fall within the snapshot, a code does not report. ◦ If end date is >= snapshot date, a code reports. • Otherwise, report 00 Numeric, 2 digits	Human Resources > Personnel > Personnel Master > HR General Information > Exit Reason, Termination Date OR Human Resources > Personnel > Personnel Master > Leave Entry > Start Date, End Date, State Leave Code employment.terminationDate

Element Name	Description	Location
Contract Salary	<p>The contact salary of each active staff member. Reports the Calculated Base Pay from the most recent wage information prior to the Snapshot Date. If that value is Null, the Base Pay reports.</p> <p>If Additional Pay types are selected on the extract editor, the amount is added to the value that reports. Only Annual and Lump Sum frequencies are included and only when the Start Date and/or End Date are NOT NULL. Staff members who report with an inactive, transfer, or termination code other than 00 in the Inactive Transfer Termination Status field report 000000.</p> <p>Numeric, 6 digits</p>	<p>Human Resources > Personnel > Personnel Master > Work Assignment > Wage Information > Calculated Base Pay, Base Pay, Additional Pay > Amount</p> <p>HRWorkAssignmentSalarySummary.calcSalary HRWorkAssignmentSalarySummary.baseSalary</p>
Highest Education Level	<p>Identifies the highest level of education obtained by the employee. See the following Highest Education Level Options table for values.</p> <p>Numeric, 2 digits</p>	<p>Human Resources > Personnel > Personnel Master > Qualifications > Education > Degree Type, Credit Hours</p>
Contract Days	<p>The number of days the employee is contracted to report to work. Otherwise, reports the Total Contract Days from the Primary work assignment.</p> <p>One Work Assignment and One Wage Detail Reports the Contract Days value from Work Assignments that exist within the snapshot period's latest fiscal year where End Date is NULL.</p> <p>One Work Assignment and Multiple Wage Details When multiple Wage Detail records exist within the snapshot period's latest fiscal year where one record contains End Date > July 1 and other records contain Start Date <=</p>	<p>Human Resources > Personnel > Personnel Master > Work Assignment > Wage Detail Record > Total Contract Days</p> <p>HREmploymentAssignmentSalary.totalContractDays</p>

Element Name	Description	Location
	<p>Snapshot Date, the Contract Days are summed.</p> <p>Multiple Active Work Assignments and One Wage Detail When multiple Work Assignments exist within the snapshot period's latest fiscal year where the End Date is NULL, the highest value from all assignments in the Contract Days reports.</p> <p>Multiple Active Work Assignments and Multiple Wage Details When multiple Wage Detail records exist within the snapshot period latest fiscal year where one record contains End Date > July 1 and other records contain Start Date <= Snapshot Date, the Contract Days are summed prior to determining the highest value. When multiple Work Assignments exist within the snapshot period's latest fiscal year where one record contains an End Date > July 1 and other records contain Start Date <= Snapshot Date, the Contract Days are summed from the latest Wage Detail records.</p> <p>Staff who report with an inactive, transfer, or termination code other than 00 in the Inactive/Transfer/Termination Status element, 000 reports.</p> <p>Numeric, 3 digits</p>	

Element Name	Description	Location
Years of Experience Superintendent	<p>The number of years of experience the individual has as a Superintendent (State Position Code of 920001 or 920002). If New Licensed Staff is 02 or 04 and Title is Superintendent or Assistant Superintendent, reports the years of experience calculated from the Start Month and Year and the year of the Snapshot Date. Does not calculate from experience beyond the Snapshot Date. If multiple records exist, sum values. Otherwise reports as 00.</p> <p>Numeric, 2 digits</p>	<p>Human Resources > Personnel > Personnel Master > Qualifications > Work History > Title, Start Month/Year</p>
Years of Experience Principal	<p>The number of years of experience the individual has as a Principal (State Position Code of 93XXXX). If New Licensed Staff is 02 or 04 and Title is Principal or Assistant Principal, reports the years of experience calculated from the Start Month and Year and the year of the Snapshot Date. Does not calculate from experience beyond the Snapshot Date. If multiple records exist, sum values. Otherwise reports as 00.</p> <p>Numeric, 2 digits</p>	<p>Human Resources > Personnel > Personnel Master > Qualifications > Work History > Title, Start Month/Year</p>
Years of Experience Teacher	<p>The number of years of experience the individual has as a Teacher (State Position Code of 000110, 000111, 000115, 000680, 90XXXX, 91XXXX, 920002, 920003, 93XXXX, 94XXXX, 95XXXX, 96XXXX or 99XXXX). If New Licensed Staff is 02 or 04 and Title is Teacher, reports the years of experience calculated from the Start Month and Year and the year of the Snapshot Date. Does not calculate from experience beyond the Snapshot Date. If multiple records exist, sum values. Otherwise reports as 00.</p> <p>Numeric, 2 digits</p>	<p>Human Resources > Personnel > Personnel Master > Qualifications > Work History > Title, Start Month/Year</p>

Element Name	Description	Location
Years Of Experience Other	<p>The number of years of experience the individual has in some other capacity (State Position Code of 000110, 000111, 000115, 000680, 90XXXX, 91XXXX, 94XXXX, 95XXXX, 96XXXX or 99XXXX). If New Licensed Staff is 02 or 04 and Title is Other, reports the years of experience calculated from the Start Month and Year and the year of the Snapshot Date. Does not calculate from experience beyond the Snapshot Date. If multiple records exist, sum values. Otherwise reports as 00.</p> <p>Numeric, 2 digits</p>	<p>Human Resources > Personnel > Personnel Master > Qualifications > Work History > Title, Start Month/Year</p>
Out of District Assignment	<p>Indicates if the licensed staff person provides a portion of their services or assignments in another public school district. Reports as (Y)es is the Primary Work Assignment has a Sub-Location of OOD: Out of District. Otherwise reports as (N)o.</p> <p>Alphanumeric, 1 character</p>	<p>Human Resources > Personnel > Personnel Master > Work Assignment > Sub-Location</p> <p>HREmploymentAssignment. primarySubLocation</p>
Full Time Part Time	<p>Indicates the employee's FTE. Full-Time F is $\geq .8$ FTE. Otherwise, P reports.</p> <p>Alphanumeric, 1 character</p>	<p>Human Resources > Personnel > Personnel Master > Work Assignments > Wage Detail > FTE</p> <p>OR</p> <p>Human Resources > Personnel > Personnel Master > Work Assignments > Position FTE</p>
District Use	<p>Reports Personnel Number for district use. Not required by the state.</p> <p>Numeric, 10 digits</p>	<p>Human Resources > Personnel > Personnel Master > HR General Information > Personnel Number</p> <p>person.staffNumber</p>

Element Name	Description	Location
Hispanic	Indicates if the individual is of Hispanic/Latino origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Hispanic/Latino identity.hispanicEthnicity
American Indian or Alaska Native	Indicates if the individual is of American Indian or Alaska Native origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > American Indian or Alaska Native identity.raceEthnicity
Asian	Indicates if the individual is of Asian origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Asian identity.raceEthnicity
Native Hawaiian or Other Pacific Islander	Indicates if the individual is of Native Hawaiian or Other Pacific Islander origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Native Hawaiian or Other Pacific Islander identity.raceEthnicity
Black or African American	Indicates if the individual is of Black or African American origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > Black or African American identity.raceEthnicity
White	Indicates if the individual is of White origin. Alphanumeric, 1 character Y or N	Human Resources > Personnel > Personnel Master > HR General Information > White identity.raceEthnicity
Filler		

Hiring Status Options

Code	Description
00	Default value - returning staff
01	Newly licensed staff

Code	Description
02	Staff returning to profession after a break in service
03	Transferred from another public school system in Minnesota
04	Transferred from school in another state, country or a non-public school
05	Newly-licensed staff
06	Long-term substitute in Minnesota

Highest Education Level Options

If multiple degrees with a code of **B**** or **M**** are found, all degrees are added together to determine total Credit Hours.

Core Code	Core Definition	Code Reported
HS	High School Diploma	01
GED	GED or Equivalent	01
A	Associates	01
AA	Associates of Arts	01
AS	Associates of Science	01
AAS	Associates of Applied Science	01
B BA BS BFA BBA BED	Bachelors Bachelors of Arts Bachelor of Science Bachelor of Fine Arts Bachelor of Business Administration Bachelor of Education	If Credit Hours is greater than or equal to 60, reports 07 . If Credit Hours is between 59 and 45, reports 06 . If Credit Hours is between 44 and 30, reports 05 . If Credit Hours is between 29 and 15, reports 04 . Otherwise, reports 03 .
FPD	First Professional Degree	01

Core Code	Core Definition	Code Reported
M MA MS MED MBA	Masters Master of Arts Master of Science Master of Education Master of Business Administration	If Credit Hours is greater than or equal to 60, reports 12 . If Credit Hours is between 59 and 45, reports 11 . If Credit Hours is between 44 and 30, reports 10 . If Credit Hours is between 29 and 15, reports 09 . Otherwise, reports 08 .
CAGS	Certificate in Advanced Graduate Study	01
JD	Juris Doctor	14
EDD	Educational Doctorate	14
EDS	Educational Specialist	13
PHD	Doctor of Philosophy	14
MD	Doctor of Medicine	14
PSD	Doctor of Psychology	14